

SUGGESTIONS ON HOW TO HIRE AND SUPERVISE IN-HOME HELP

A Self-Help Publication for Seniors of Los Angeles County
Updated by the Older Women's Issues Committee
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(800) 510-2020

WHAT ARE MY NEEDS?

Homemaker/Companion: for light housework, meals, laundry, errands
Personal needs: such as feeding, bedside care, bathing, dressing

WHERE CAN I FIND HELP?

- Call your physician's office first and check to see if you have a need for skilled nursing services or for rehabilitation. Check if your need may be covered by Medicare or other insurance.
- Call the Area Agency on Aging Information and Assistance Hotline Number (800) 510-2020 and ask about home care services.
- Call the Personal Assistance Services Council (PASC) Toll Free Number (877) 565-4477 and ask about their In-Home Supportive Services (IHSS) Registry.
- Call your local Senior Center, local Older Workers Employment Program, or the State Employment Development Department.
- Call the community-based home health agencies in your area that provide nurse aides, attendants, or homemaker assistants.
- Call churches and friends.

HOW DO I HIRE THE IN-HOME WORKER?

Interview the applicant on the phone.

- Explain what type of help you need.
- Ask where the person was employed previously and what type of work was performed.
- Arrange for a home interview, and ask the applicant to bring 2-3 work references with current information at that time.

Conduct a home interview.

- Have another person present with you at the interview.
- Explain exact duties, hours, days, and salary with the applicant. Describe when and how the salary is paid.
- Request copy of valid ID, photo, and Social Security number if hired.
- Discuss who will provide lunch or dinner, plus snacks.
- If shopping is required, discuss whose car, gas, and insurance will be used.
- Clearly state any smoking rules.

WILL I NEED A CONTRACT?

It is recommended that both parties are aware of expectations.
A sample contract is shown on the reverse side.
Include in your contract that either party may terminate at any time.
Give the worker a copy; keep a copy for your records.

WHAT ARE MY RESPONSIBILITIES?

Get proof of citizenship or work authorization. Keep copies in your files.
Keep track of your worker's hours.
You may need to pay into Social Security for the employee. Check with your accountant or tax professional for assistance.
You should have coverage for liability for the employee through your homeowners insurance or Workers Compensation.

HOW DO I SUPERVISE?

Keep track of your worker's hours.
Require notification if the worker is late or cannot come.
Follow your contract. Remember, you are the boss.
Compliments help. Be sure to communicate with your worker.
If things are not going as expected, talk to the worker immediately and tell him or her what you want done. Be specific.

HOW DO I TERMINATE?

Include in your contract that either party may terminate the arrangement at any time.
If you are using an agency to obtain help, ask the company for another worker and explain why the current worker is unacceptable.
If you have hired independently, tell the worker "I (or my family members and I) have made other arrangements."

OTHER RECOMMENDATIONS

Do not lend or borrow money from your worker!
Do not give wages/salary in advance!
Notify the agency that sent you the worker of any serious offenses.
Ask a friend or relative to drop by unannounced occasionally during the worker's hours.
Keep your valuables in a safe place.
Trust your good judgment.

SUGGESTED CONTRACT FOR IN-HOME WORK

Hours _____ Days _____

DUTIES TO BE PERFORMED (Check those agreed on.)

Personal Assistance

bathing	_____	personal hygiene	_____
shampooing	_____	transport client	_____
assist in moving around	_____	employee's car	_____
assist with toileting	_____	employer's car	_____
preparation of meals	_____	laundry	_____
check refrigerator	_____	help with correspondence	_____
shop for food	_____	answer phone	_____
other duties _____	_____	other duties _____	_____

Light Housework

Kitchen

General

dishwashing	_____	dust furniture	_____
wipe counters	_____	change bed linen	_____
wash stove top	_____	empty trash	_____
clean sink	_____	water house plants	_____
wet-mop floor	_____	feed pets	_____
make bed	_____	walk pets	_____
		vacuum floors/rugs	_____

Bathroom

Other Duties/Conditions

clean toilet	_____	_____	_____
wash bathtub/shower	_____	_____	_____
clean mirror	_____	_____	_____
clean sink	_____	_____	_____
wet-mop floor	_____	_____	_____

We, the Undersigned, Have Discussed And Agreed To the Conditions Listed Above. Either Party May Terminate At Any Time.

Employee's Signature _____ DATE _____

Employer's Signature _____ DATE _____